

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 1504***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: CREW SUPERVISOR, SENIOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory and administrative duties involving maintenance and/or construction of streets, sewers, waste resources, parts operations, or other area of assignment.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures adherence to established safety procedures, including adherence to OSHA and MUTCD safety regulations; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; ensures set up of safe work zones; initiates any actions necessary to correct deviations or violations.

Coordinates work activities with those of other departments, contractors, outside agencies, or others as needed; responds to needs/requests of other city departments.

Develops long-term goals and projects; drafts plans, blueprints, and specifications for proposed improvements; reviews project design and coordinates with planner on capital projects.

Plans and coordinates projects; prepares or receives work order requests; calculate cost and effort necessary for job completion; prioritizes, schedules, and assigns projects to crews according to available time and resources; coordinates availability of needed equipment, personnel, and materials; inspects work sites to ensure proper completion of projects, including replacement of landscaping.

Develops long-term maintenance schedules; performs preventive maintenance inspections.

Oversees operation and maintenance of department equipment; provides training and instruction on proper use and repair of equipment.

Monitors inventory of department equipment, supplies, and parts; ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement materials; reviews equipment specifications; receives/inspects incoming deliveries; coordinates organization and restocking of stock.

Supervises and performs general cleaning/maintenance work necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment; evaluates and coordinates needed equipment repairs.

Identifies/resolves problems/defects in the Sewer Collection System by supervising use of closed circuit television, grouting equipment, and sewer cleaning equipment to inspect, clean, and seal sewer lines; makes recommendations concerning repair needs on sewer pipes; determines whether sewer problems are city's responsibility; recommends repair, replacement, sealing, pipe lining, or other action as appropriate; checks wet weather sewer problems; supervises collection of samples of overflow materials, composite materials, metals, fecal matter, coliform, or other materials; initiates chain of custody forms to identify samples; forwards samples to laboratory for analysis.

Supervises and assists with operation of a television inspection tracking system to inspect/televise pipes to identify defects and to prevent sewer overflows; locates sewer lines and service connections; locates and maps uncharted service connections; positions camera in pipes to locate problems; records video pictures and retrieves camera from pipes; supervises and assists with operation of a sealing truck to seal joints of sewer lines; documents sewer problems using videotape, photographs, and computer log sheets.

Provides budgetary input relating to area of assignment; evaluates current and future equipment needs; assists with preparation of departmental budget and bid specifications for materials and equipment; prepares purchase orders for procurement of materials; investigates accounting discrepancies.

Performs administrative tasks; receives/approves timesheets and leave requests; prepares payroll sheets and forwards to payroll staff; reports accidents or injuries; reconciles billing for vehicle repairs; maintains television and grouting log sheets.

Maintains and updates current blueprints, construction plans, street maps, sewer system maps, or other documentation; provides sketches of field information for incorporation into city maps; maintains and updates video library.

Prepares or completes various forms, reports, correspondence, lists, logs, work requests, daily activity reports, monthly progress reports, personnel documentation,

chain of custody forms, overflow forms, shipping forms, vehicle repair forms, vehicle maintenance sheets, accident reports, property damage reports, inventory records, purchase requisitions, payroll sheets, performance evaluations, diagrams, maps, drawings, and other documents.

Receives various forms, reports, correspondence, logs, work orders, specifications, maps, drawings, wiring diagrams, mechanical diagrams, vehicle repair forms, inventory records, job applications, timesheets, leave slips, manuals, catalogs, reference materials, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, computer mapping, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Supervises and assists in performing manual tasks associated with department activities, which may include locating manholes, lifting/uncovering manhole covers, chipping out inverts, troubleshooting electrical problems, cutting/shaping metal, sealing joints, cutting/shaping metal, troubleshooting equipment problems, placing traffic control/safety markers, flagging traffic, or lifting/moving heavy materials.

Operates a variety of equipment, machinery, and tools used in department activities, which may include a television truck, seal truck, crew cab, television inspection tracking system, closed circuit camera, mini-cam system, video recorder, joint sealing equipment, air compressor, generator, gas detector, soldering iron, heat gun, rotary tools, pneumatic tools, power tools, hand tools, mechanic tools, diagnostic equipment, meters, and gauges.

Transports, loads and unloads various equipment and materials used in projects; transports workers to work.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with supervisor, employees, other departments, engineers, plumbers, contractors, manufacturers, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new techniques, equipment, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, or making copies.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in construction/maintenance work in area of assignment; supplemented by three (3) years previous experience and/or training that includes crew supervision, project management, and maintenance/construction in area of assignment (such as road/street construction/maintenance, sewer collection system inspection/maintenance, television inspection system operation, or computer mapping); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of valid Tennessee Commercial Driver's License (CDL) including appropriate endorsement(s).

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Last Edited: May, 2000**